

Reserve Member Balances


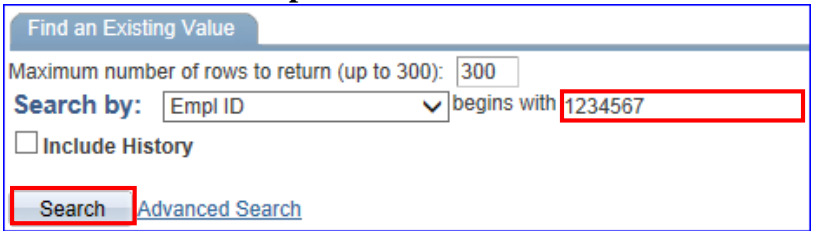
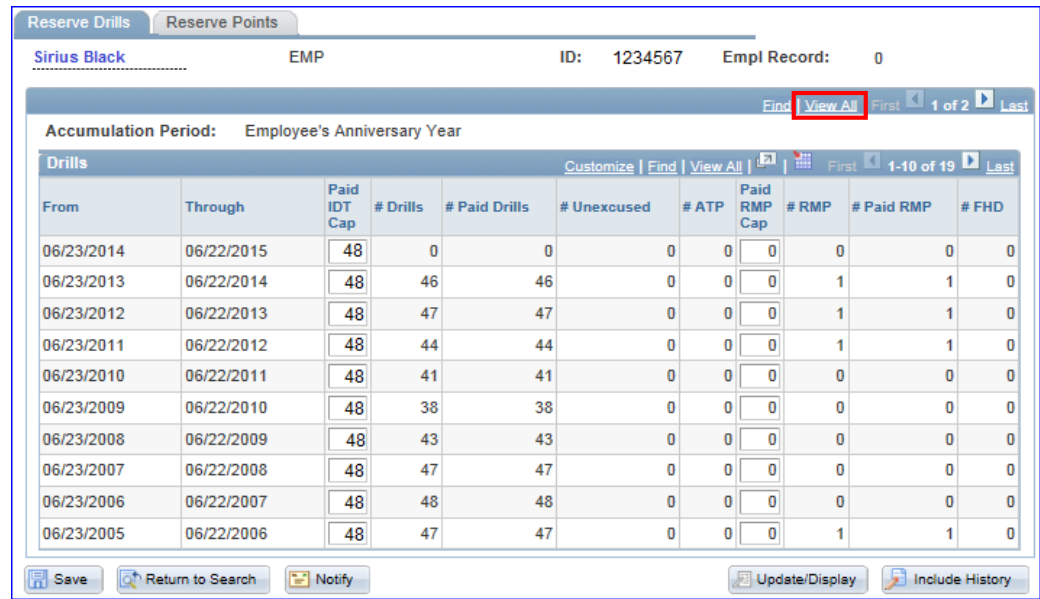
Command and Servicing Personnel Office

Overview

Introduction	The following guide provides the procedures for viewing and printing a member's Reserve Member Balances from Direct Access.
Information	The Reserve Member Balances statement is one of the most important documents for a Reservist. Reservist's should review the statement regularly and report any discrepancies immediately to their command.
Corrections	If any discrepancy is discovered on the statement, submit a request for correction with supporting documents via the chain of command to the SPO. In cases where the SPO cannot resolve, the SPO shall provide meaningful endorsement with any additional supporting documents available and forward the request to PPC (adv). Complete information for requesting corrections can be found at http://www.uscg.mil/ppc/adv.asp .

Reserve Member Balances

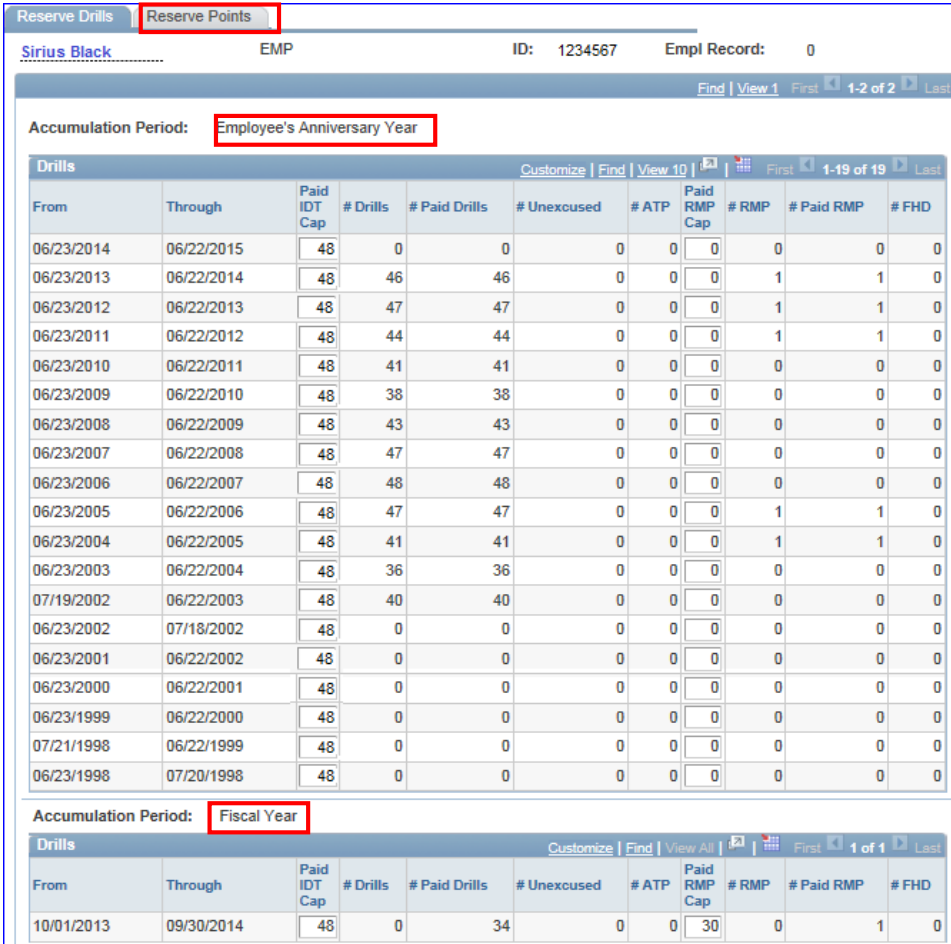
Procedures The following procedures outline the process for the Command or SPO to view and print a member's Reserve Member Balances statement from Direct Access.

Step	Action
1	<p>Select Reserve Member Balances link from the Reserve Administration pagelet.</p> 
2	<p>Enter the member Empl ID and click the Search button.</p> 
3	<p>The Reserve Member Balances statement will display.</p>  <p>Click the View All link.</p>

Continued on next page

Reserve Member Balances, Continued

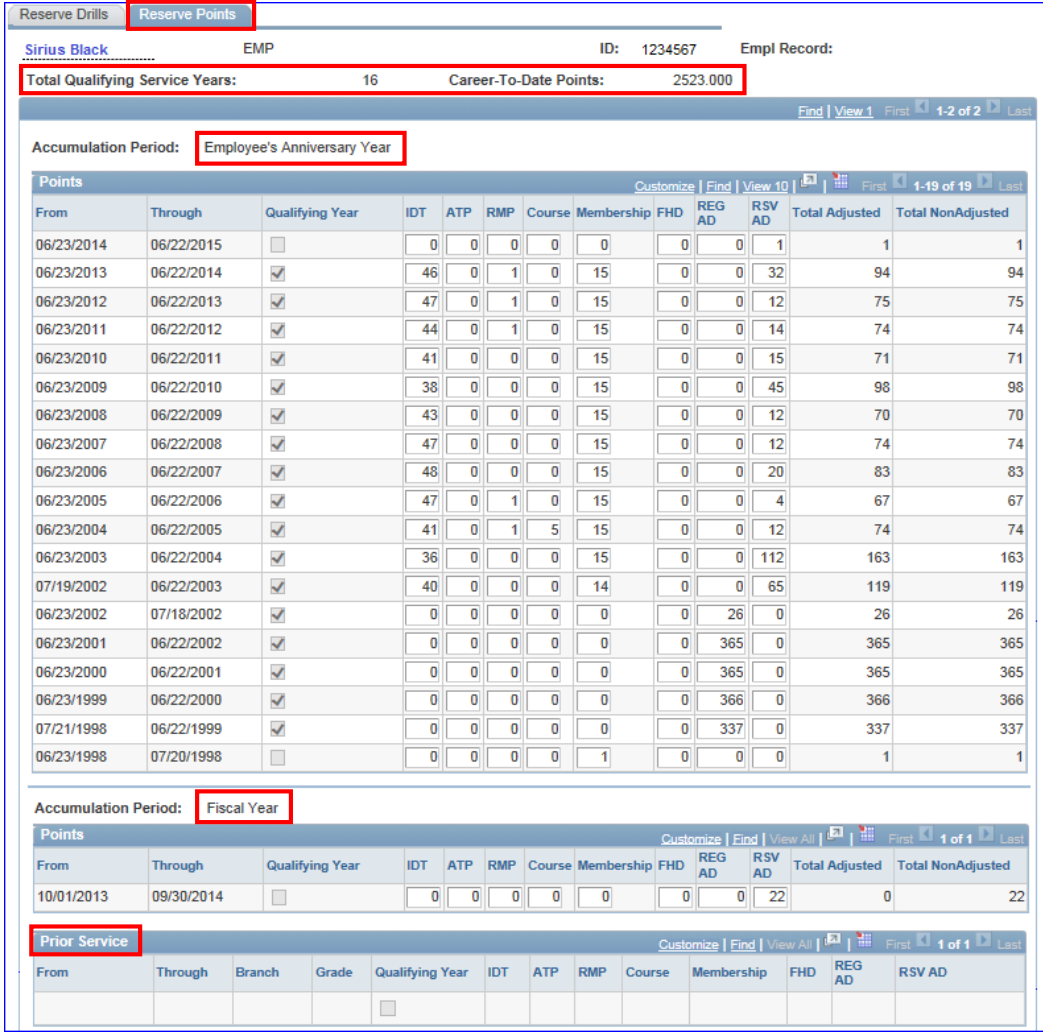
Procedures, continued

Step	Action
3 (cont)	<p>There are two Tabs for the Reserve Member Balances statement.</p> <p>Reserve Drills tab:</p> <ul style="list-style-type: none"> • Employee Anniversary Year – Identifies the number of PAID IDT's and reserve retirement points credited for Coast Guard service for each Anniversary Year. • Fiscal Year – Identifies the number of PAID IDT's credited for the current Fiscal Year. <p>The View All link displays the member's reserve retirement points credited for Coast Guard service for each Anniversary Year.</p>  <p>Click the Reserve Points tab.</p>

Continued on next page

Reserve Member Balances, Continued

Procedures, continued

Step	Action
3 (cont)	<p>The Reserve Points Tab:</p> <ul style="list-style-type: none"> • Anniversary Year - Retirement points credited for Coast Guard service by category for each Anniversary Year. • Fiscal Year - Retirement points credited by category for current Fiscal Year. • Prior Service – Retirement points credited for all prior military service other than Coast Guard  <p>The screenshot displays the 'Reserve Points' tab for a user named Sirius Black (EMP ID: 1234567). It shows a summary of 16 Total Qualifying Service Years and 2523.000 Career-To-Date Points. The Accumulation Period is set to 'Employee's Anniversary Year'. Below this, a table lists points for various periods from 06/23/1998 to 06/23/2014. The table includes columns for Qualifying Year, IDT, ATP, RMP, Course, Membership, FHD, REG AD, RSV AD, Total Adjusted, and Total NonAdjusted. The Accumulation Period is also set to 'Fiscal Year', showing a summary for 10/01/2013 to 09/30/2014. The Prior Service section is also visible at the bottom.</p>

Continued on next page

Reserve Member Balances, Continued

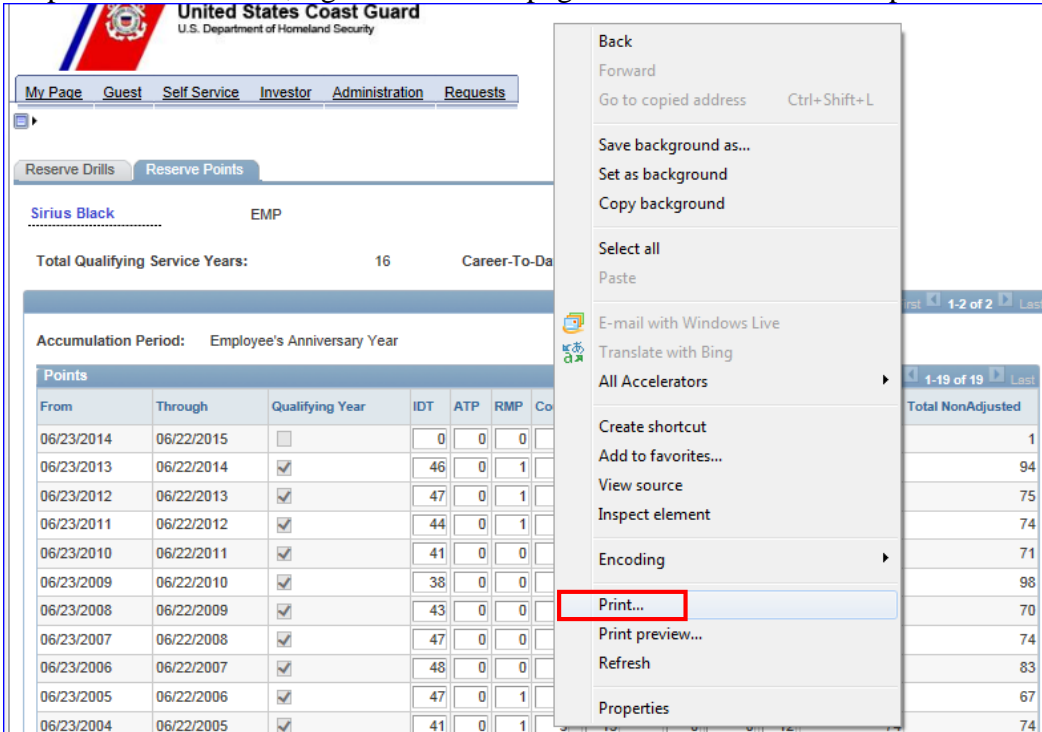
Procedures, continued

Step

4

Action

To print the statement, right click on the page and select the **Print** option.



The screenshot shows the United States Coast Guard Self Service portal. The user is Sirius Black, EMP. The page displays Reserve Points for the accumulation period of Employee's Anniversary Year. A table lists points from 06/23/2014 to 06/23/2004. A right-click context menu is open over the table, with the 'Print...' option highlighted in red.

From	Through	Qualifying Year	IDT	ATP	RMP	Co
06/23/2014	06/22/2015	<input type="checkbox"/>	0	0	0	
06/23/2013	06/22/2014	<input checked="" type="checkbox"/>	46	0	1	
06/23/2012	06/22/2013	<input checked="" type="checkbox"/>	47	0	1	
06/23/2011	06/22/2012	<input checked="" type="checkbox"/>	44	0	1	
06/23/2010	06/22/2011	<input checked="" type="checkbox"/>	41	0	0	
06/23/2009	06/22/2010	<input checked="" type="checkbox"/>	38	0	0	
06/23/2008	06/22/2009	<input checked="" type="checkbox"/>	43	0	0	
06/23/2007	06/22/2008	<input checked="" type="checkbox"/>	47	0	0	
06/23/2006	06/22/2007	<input checked="" type="checkbox"/>	48	0	0	
06/23/2005	06/22/2006	<input checked="" type="checkbox"/>	47	0	1	
06/23/2004	06/22/2005	<input checked="" type="checkbox"/>	41	0	1	